



Belize Department of Civil Aviation

ADVISORY CIRCULAR

Subject: Amendment Procedure to the Aerodrome Manual

Date: 15-11-2022
Initiated by: HWP

AC No. BDCA AGA-09-2022
Revision: 01

1. SUBJECT

The purpose of the present is to standardize the activities to realize within the civil aviation authority, to produce the amendment of the aerodrome manual by the aerodrome operator, as well as advising the aerodrome operator on amendments made to their aerodrome manual, all this in accordance with the Belize Civil Aviation Regulation BCAR 139

2. WHAT CANCELS THIS AC.

This Advisory Circular cancels AC BDCA AGA-09-2018 Revision 0

3. WHO DOES THE AC AFFECT?

Aerodrome Operators in Belize with approved/accepted Aerodrome Manuals.

4. PERSONNEL INVOLVED

- 4.1. AGA Section Officer
- 4.2. Aerodrome Inspectors
- 4.3. Aerodrome Operators

5. APPROVAL:

A handwritten signature in black ink, appearing to be "N. Carter", is positioned above the name of the signatory.

Capt. Nigel Carter
Director Belize Department of Civil Aviation

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6. POLICY

6.1. Amendments to an aerodrome operator's AOM will not be allowed or recognized without the aerodrome operator having passed the amendment procedure established in this circular.

6.2. When the BDCA considers it necessary to maintain an acceptable level of safety, the aerodrome operator must include with the request a risk analysis with its action plan, due to the change that involves the amendment to the AM.

7. GROUNDS OF AMENDMENT OF AN AERODROME MANUAL.

The grounds for amendment of an AM can be divided into two:

- a. Applicant (aerodrome operator): The operator with an approve/accepted aerodrome manual (AOM) must amend it whenever necessary, to maintain the accuracy of the recorded information, when there are any changes within its facilities, equipment, procedures, or there is a change in the aerodromes regulations BCAR 14 and BCAR 139 among others.
- b. Applicant (BDCA): The BDCA, through the AGA section of the BDCA, may require an aerodrome operator to amend its AOM, if a noncompliance with BCAR 14 or BCAR 130 is detected, changes in the regulations or procedures, facilities, equipment or the BDCA considers it is necessary for safety reasons.

8. PROCEDURE FOR THE AMENDMENT OF AN A.M.

8.1. The request for amendment has two origins:

- 8.1.1. On the initiative of the BDCA, based on the findings of follow-up actions, inspections, surveillance, audits, third-party reports, among others, a breach of the BCARS is detected, and it is determined that the amendment to the AM, this will be made to the operator by means of an official letter signed by the Aerodrome Inspector and attaching if necessary the Specific Verification Check List in the Aerodromes Inspector Procedures Manual with the respective findings, and the amendment is made in the part that he considers pertinent. In this case the operator sends the proposed amendment to the inspector for review.
- 8.1.2. At the request of a party: When the operator requests the amendment for different matters. In this case, the operator must address the official letter to the AGA manager where the reason for the amendment is indicated and the updated list of effective pages is attached, the risk analysis due to being a factor included in the Management of the Change (Element of the structure of an SMS) and the page (s) affected with your amendment. The request must be signed by the management of the aerodrome operator and the BDCA through its aerodrome inspectors will evaluate the origin of the request.

- **Assessment of amendment.**

- 8.2. BDCA staff receives the amendment of the AOM (even if the request has been by initiative of BDCA, the operator must perform it and transfer it to the BDCA for evaluation);
- 8.3. The aerodrome inspector reviews the file of the amendment request, making sure that the list of effective pages identifies the modified pages, the record of the reason for the amendment to the MA and the revision of the amended pages record is filled;
- 8.4. The aerodrome inspector will make a systematic analysis of the amendment based on the applicable regulation, identifying if the change produces an improvement or correct a finding as applicable. In some cases, a risk assessment could be necessary for a better systematic approach.
- 8.5. If there are observations regarding the amendments, send the comments in writing to the operator for correction, if there are no observations go to step 8.7
- 8.6. Upon receiving the corrections, return to step 8.3.
- 8.7. The AGA Section send a no objection letter of the amendment to the operator.
- 8.8. The operator shall modify the affected pages and list of effective pages to the part of the corresponding MA, and update the record of amendments.
- 8.9. The aerodrome operator shall update of all existing copies of the Aerodrome Manual, and in some cases instruct the staff involved in the implementation of change.
- 8.10. File in the amendment.

PROCEDURE FLOWCHART

